


IN REPLY REFER TO
FILE NO.

To: Michael Bridges
Undersecretary

From: Susan Pellegrin 
Human Resources Director

Subject: SCHR Recommendations

Date: October 24, 2008

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BY _____ DATE _____
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1. To present to the Department of Civil Service Commission the results of DOTD's Pay for Performance Pilot Program and to propose a second phase pilot program that will focus on agency goals and objectives.
2. To approve the following special pay based on HQ HR's quarterly pay report; however, implementation is contingent upon available funds, which will be determined by next month's SCHRR meeting:
 - o \$1.00/hour premium pay for all hours worked for entire MEO Series (MEO 1, MEO 2, and MEO 1 Hvy. & MEO 2 Hvy.) statewide in an effort to decrease turnover and retain current employees.
 - o Increased SERs for MEO 1 and MEO2s to 10% over the range minimum, which includes adjusting current employees to the minimum of 10% over the range minimum or a 4% increase, whichever is greater.
 - o \$2.00/hour premium pay for all hours worked for District Sign Specialist 1 & 2 statewide for a period of up to 18 months or until job study implementation is completed for the District Sign Specialist 1 & 2
3. To approve the Traffic Services Section's request to reallocate John George's position from ET 5 (TS 310) to ET DCL (TS 312) based on complexity of duties and responsibilities directly related to Traffic Signal Construction.
4. To approve the Information Technology Section's request to reallocate David Ringuette's position from IT Geographic Senior Support Analyst (TS 312) to IT Management Consultant 1 (TS 314) based upon a significant change in duties and lack of GIS responsibilities. The requested job title is Non-Delegated and will, therefore, be submitted to Civil Service for allocation.
5. To approve a 10 % (\$5,589) salary adjustment for Ryan Hoyt, Engineer Intern 2 (TS 311), District 62, due to a verified outside job offer.

RECOMMENDED FOR APPROVAL _____ DATE _____

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APPROVED _____ DATE _____

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A DRUG-FREE WORKPLACE

APPROVED

6. To deny the Public Works and Water Resources Section's request to grant Susan Veillon, Pamela Miller and Sandra Batten (Flood Insurance Program Coordinator 2s; AS 614) each a \$1,000 award to for the attainment of their Floodplain Manager Certificates. Rather, to approve a \$500 award to each for the attainment of such. This amount is consistent with awarded employees who attained certificates that required similar training and testing.
7. To approve revisions to DOTD Secretarial Memorandum of Understanding to reflect job title changes within Budget and Real Estate Sections.
8. To amend PPM #46, DOTD Standing Committee on Human Resources, to reflect an additional District Administrator Representative member to the committee, for a total of two District Administrators.
9. To amend PPM #60, Employee Reference/Eligibility Checks, to include Transportation Worker Identification Credential (TWIC) requirements for Marine Personnel.
10. To amend PPM #3, Appointing Authority, to reflect revisions in affidavit language in accordance with Civil Service repeal of emergency suspensions without pay.

Your favorable approval of the above recommendations will be appreciated. Should you have any questions, please contact me.

Attachment